How to electronically submit your Mini Grant application

1. Make sure you have your e-mail messaging application open (e.g. Microsoft Outlook)

2. After you have completed all sections of the mini grant application keep the Word Doc open then go to:

   - File

   - Send to

   - Mail recipient (as attachment)

   - An new e-mail message will appear with the mini grant application as an attachment

3. If you have additional attachments go to:

   - the new e-mail message (with the mini grant application attached)

   - Insert

   - File

   - A window named "insert file" will appear

   - Follow the path to your document

   - Once you have found your document click insert and the document will be added to the e-mail message

   - Send application and supporting documents in one attachment to:

     bbandi@azhfa.com

For further technical assistance please contact Mónica Gutierrez at gutiermn@azdhs.gov or (602)542-2904.